

STOCKTON POLICE DEPARTMENT

GENERAL ORDER

AWARDS AND COMMENDATIONS
SUBJECT

DATE: June 22, 2015

NO: Z-1

FROM: CHIEF ERIC JONES

TO: ALL PERSONNEL

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I. POLICY

The Stockton Police Department expects a high level of professional conduct from all employees; however, members of the Department frequently perform their duties in a manner exceeding the highest standards of the Department. When such conduct occurs, official commendations will be made. Commendations may either originate from the community or from within the Department. Additionally, the Department honors those persons who substantially assist the Stockton Police Department in its mission by acting beyond normal civic responsibility.

II. PROCEDURE

A. An Awards and Commendation Board is hereby established so as to uniformly recognize all commendations brought about under the established policy. It will be the responsibility of the board to evaluate and classify each commendation. Board findings will be forwarded to the Chief of Police for review and final approval.

1. Membership of Board: The Board will be comprised of five members representing the Department and the Office of the Chief of Police. Allocation of membership is as follows:

- a. One representative from the Office of the Chief of Police (Chair).
- b. One representative from the Field Services Division.
- c. One representative from the Administrative Services Division.
- d. One representative from the Support Services Division.
- e. One representative from the Investigations Division.

(1) In addition, the Board will have as its recording secretary, a representative from the Field Services Division.

2. Selection: Each representative will be selected by Division Commanders.

3. Term: Each representative will serve a minimum term of two years.

4. Authority: The Board is empowered to make recommendations to the Chief of Police regarding departmental awards and to propose policy change pertaining to the awards system.

5. Number required for a quorum: At least four of the five representatives must be present to vote on commendation reports. Each representative will have one vote.

6. Frequency of meetings: The Board will meet at the call of the Chair to review such commendation reports as are forwarded to it according to the prescribed procedures.

III. ELIGIBILITY AND NOMINATION

All department members are eligible within their respective award categories. Members of the Stockton Police Reserves will be eligible for the Public Safety Employee awards. Nomination will be in accordance with the following procedures:

- A. Sources of Nomination for Department Members: Nominations for awards may come from any individual within or outside the Department.
- B. Method of Nomination: When a member performs an act worthy of consideration of a departmental award, it will be submitted on a regular interdepartmental memorandum form that will be forwarded to the Division Commander of the nominee's unit. Included in this memorandum will be full documentation of the incident the person commended was involved in; (if more than one person participated in the meritorious act, all names will be included in the single memo form); the circumstances of the event in chronological sequence; charts, diagrams, or photographs, if warranted, due to unusual circumstances.
- C. Division Commander's Responsibility: The nominee's Division Commander will review the report and forward it to the Awards and Commendation Board.
- D. Sources of Nomination for Citizens: Nominations for awards may come from any department member or individual outside the department, e.g.; District Attorney's Office, News Media.
- E. Method of Nomination: When a citizen performs an act worthy of consideration of a departmental award, it will be submitted on a regular interdepartmental memorandum form and forwarded to the Awards and Commendation Board. Include all relevant reports and any other significant information regarding the incident.
- F. Awards Committee Procedures: The Awards and Commendation Board will evaluate each nomination submitted, and will recommend which type(s) of an award or commendation is merited, if any, in each case; it may also request or conduct any necessary additional investigation of the incident.
- G. Obtaining Approval of the Chief: The board will present its finding to the Chief of Police who, upon approval of the nomination, will authorize issuance of the recommended award.

IV. AWARDS FOR SERVICE

The following departmental awards are hereby established and will be presented to those department members or citizens in accordance with the criteria established for each award.

- A. It is the policy of the City of Stockton to award the appropriate medal to City employees whose individual actions fulfill one of the requirements below:
 - 1. Medal of Valor.
 - a. Eligibility: The Medal of Valor shall be awarded to sworn public safety employees who, while serving in an official capacity, distinguish themselves conspicuously by heroic action. This award may be given posthumously.
 - b. Description: The Medal of Valor is a star-shaped, gold-plated medallion with the State Seal as the centerpiece. Immediately over the State Seal "City of Stockton" is printed. Under the State Seal is "Police", both in blue lettering. A gold ribbon laces the top of the medallion with the title "Medal of Valor" overlaid in blue. The medallion is suspended from a red, white, and blue ribbon. Complementing the medallion is a red, white, and blue symbolic decoration "Campaign Bar" which may be worn on the uniform. The medal is encased in a velvet container and is presented with a wall plaque.
 - 2. Golden Star Medal.
 - a. Eligibility: The Golden Star Medal shall be awarded to sworn public safety employees who, while serving in an official capacity, distinguish themselves by acts performed above and beyond the normal call of duty, but short of heroic action as described in the Medal of Valor. This award may be given posthumously.

- b. Description: The Golden Star Medal is a star shaped, gold-plated medallion with the State Seal as the centerpiece. Immediately over the State Seal, "City of Stockton" is printed. Beneath it "Police" is printed, both in blue lettering. A gold ribbon laces the top of the medallion with the title "Golden Star Medal" overlaid in blue. The medallion is suspended by a blue ribbon. Complementing the medallion is a blue symbolic decoration "Campaign Bar" that may be worn on the uniform. The medal is encased in a velvet container and is presented with a wall plaque.

3. Purple Heart Award

- a. Eligibility: The Purple Heart Medal shall be awarded to sworn public safety employees who, while serving in an official capacity, have sustained serious wounds or, great-bodily injury as the result of a hostile attack by another. The criteria for the medal are:
 - 1. The injury was severe and required medical treatment beyond first aid.
 - 2. The injury was caused by a weapon, i.e., gun, knife, club, etc.
 - 3. A crime report was made, i.e., 245 PC or other serious felony.
 - 4. This award may be given posthumously.
- b. Description: The Purple Heart Medal is a Maltese-shaped, gold-plated medallion with the State Seal as the centerpiece. Immediately over the State Seal, "City of Stockton" is printed, and under the State Seal, "Police" is printed, both in purple lettering. A gold ribbon laces the top of the medallion with the title "Purple Heart" overlaid in purple lettering. The medallion is suspended from a purple ribbon. Complementing the medallion is a purple symbolic decoration "Campaign Bar" which may be worn on the uniform. The medal is encased in a velvet container and is presented with a wall plaque.

4. SWAT Service Medal

- a. Eligibility: The SWAT Service medal shall be awarded to sworn public safety employees who have served on the Department's Special Weapons and Tactics (SWAT) team for a period of at least five consecutive years and who have displayed exceptional job performance during their tour of SWAT duty; or, those with less than five years who have displayed exceptional job performance above and beyond the call of duty. In either case, recommendation must be made by the SWAT Commander, and the award will be given when the employee is honorably rotated out of the SWAT program. This award may be given posthumously.
- b. Description: The SWAT Service Medal is a round shaped gold-plated medallion with the State Seal as the centerpiece. Immediately over the State Seal, "City of Stockton" is printed. Beneath it "Police" is printed, both in blue lettering. A black band is at the bottom of the medallion with the title "SWAT Service Medal" overlaid in gold lettering. The medallion is suspended by a black ribbon, (complementing the medallion is a black symbolic decoration "Campaign Bar" that may be worn on the uniform. The medal is encased in a velvet container and is presented with a wall plaque.

5. Meritorious Service Award

- a. Eligibility: A Meritorious Service Award plaque shall be awarded to employees who display exceptional job performance.
- b. Description: The Meritorious Service Award plaque shall consist of an 8 x 10 bronze plaque with a wooden base, with the City of Stockton insignia placed above the worded commendation. The wording shall be in bronze and will vary with the act performed.

6. Citizen Certificate of Appreciation

- a. Eligibility: This certificate shall be awarded to citizens who cooperate with a division within the police department, to provide better service which is beyond that normally expected of a citizen.

- b. Presentation Procedure: Division Commanders shall be responsible for selecting citizens who, by their actions, have contributed to the respective divisions. The certificate may be presented to the citizen by the Department Head.
- 7. Citizen Recognition Plaque
 - a. Eligibility: Pursuant to the City Manager's Information Bulletin, citizens performing some outstanding deed, meritorious service, act of courage, or significant service to the City of Stockton or for the general public good should not go unnoticed. This bulletin allows City Department's to recommend the acts of citizens to the City Managers office for recognition at the beginning of City Council meetings.
 - b. Presentation Procedure: When the Awards and Commendation Board has determined a citizen has distinguished themselves in a manner deserving recognition, a Citizen Recognition form will be completed. This will be done by the recording secretary and forwarded to the City Manager's Office for certificate preparation and presentation at a future awards ceremony.
- 8. Retirement Award
 - a. Eligibility: Presented to employees retiring from City service. In addition to the wall plaque, those employees retiring with at least twenty (20) years of service will be presented with a retirement award: watch band, money clip, or necklace.

In order to make appropriate arrangements for the retirement awards, the employee must notify the Personnel Department at least sixty (60) days prior to retirement.
 - b. Description: The plaque shall contain the signatures of the Mayor, City Manager, and Department Head with the employee's name and date of employment. It shall be the responsibility of the Personnel Department to coordinate the ordering of retirement awards.

V. OTHER AWARDS

- A. Departmental Recognition Award
 - 1. The Departmental Recognition Award shall be awarded for actions or performance which, by their nature, deserve distinction but are not sufficiently outstanding to justify one of the foregoing awards. This award shall be recognized by a Letter of Commendation.
 - 2. Description: The Letter of Commendations is an 8 x 14 City of Stockton Police Department format whereas the deed or deeds will be outlined with pertinent information. This commendation shall be encased in an approved navy blue certificate holder, with gold embossed print, and be signed by the Chief of Police, Division Commander, and Departmental Awards Chairman.
- B. Official "Letter of Good Police Work"
 - 1. Supervisors will be alert to incidents warranting an official "Letter of Good Police Work." When such occasions occur, supervisors will direct a memorandum to their respective Division Commander, highlighting the incident. Division Commanders may then prepare a "Letter of Good Police Work" for presentation to the employee. This may be handled on a Division or Section level.
- C. 5 Year Service Award
 - 1. The 5 year service award shall be awarded to Department members upon completion of each 5 years of service with the Police Department. Only years spent with the Police Department shall be recognized.
 - 2. Description: The 5 Year Service Award is an 8 ½ X 11 certificate that documents the Department member being recognized and their years of service. This award shall be encased in an approved navy blue certificate holder, with gold embossed print, and shall be signed by the Chief of Police. Certificates will be awarded biannually.

D. Placement in personnel file

1. The Board's Secretary will be responsible for ensuring a copy of all awards and Letters of Commendation are placed in the member's personnel file.
2. Division Commanders may place copies of "Letters of Good Police Work" in their respective member's personnel files.

VI. PRESENTATION PROCEDURES

- A. Awards Presentation: The Chief of Police or designee of the Chief will present the awards for the Medal of Valor, Golden Star Medal, Meritorious Service, and Retirement, in the presence of awardees' Department Head and Division Commander. When appropriate, the news media will be advised as to the recipient of an award and award ceremony.
- B. The Chief of Police or designee of the Chief of Police should present the Departmental Recognition and 5 Year Service Awards.
- C. Presentation procedure for Certificate of Retirement.
 1. The Certificate and/or plaque of retirement shall be presented to the employee at the time of retirement.
 - a. If the presentations cannot be made personally at the time of retirement, the awards shall be mailed to the retiree by the Department Head.